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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture,
and State Agricultural Colleges,
Sincerely Cooperating.

AUG 30 1921

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States Relations Service, Office
of Extension Work North and West,
Washington, D. C.

April 13, 1921

Attention of:

Extension Director; Home
Demonstration Leader; Home
Economics Specialist.

The very thorough study we made this year of the annual reports convinced us that the report of the specialist is needed to complete and interpret the picture of any project as drawn by county workers and State leaders. We appreciated and made use of every one of the forty specialist reports sent in last November and we are hoping that for the coming year we shall have complete returns that will enable us to show fully the value of specialist leadership.

The majority of the specialist reports received followed the suggestive outline sent out September 30 last by Dr. True to extension directors. This outline brought out information on a series of important points and resulted in a considerable degree of uniformity in the narrative reports received; it did not, however, touch the statistical side of the specialist's work except at a few points and the diversity of the statistical information with which the various specialists supplemented the suggestive headings has given us food for thought.

It has occurred to us that in connection with the proposed revision of the annual home demonstration agent report for 1922, a revision which it is contemplated will be made here in Washington from May 9 - 15 by a group of State home demonstration leaders cooperating with this office, it would be profitable to consider also the question of specialist reports. For this reason we are suggesting that to the home demonstration leaders who may take part in this work two specialists be added, so that from the deliberations of this entire group there may be provided suggestions for narrative and statistical data that will adequately represent the contribution of the specialist to the sum total of home economics extension work.

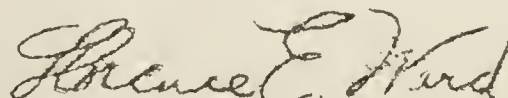
For our guidance we shall need the suggestions of each one of our home economics specialists as to what constitutes an adequate narrative and statistical report for her own project, and we are asking you to help us by sending such suggestions, to reach us, if possible, by May 4.

We have outlined on the next page a few points on which we particularly desire information, but we shall welcome any and all suggestions that may occur to you.

May we ask you to forward your reply to this letter over the desks of your State leader and extension director at your very earliest convenience?

Appreciating your cooperation, I am

Very sincerely yours,



In Charge,
Extension Work with Women.

SOME POINTS ON WHICH INFORMATION IS NEEDED

1. What phases of your project are receiving major attention for 1921?
2. Are there minor phases? What are they?
3. What statistical data are you now recording in connection with your own field work to show:
 - (a) Distribution of work by counties and communities.
 - (b) Activities connected with the organization side of the project, such as conferences with agents, leaders or committees; leaders selected or trained; home demonstrators registered; home demonstrators supervised.
 - (c) Concrete results: Work done in classes conducted by yourself; home demonstrations completed and work done by home demonstrators; work done by other women; measurable values of work done.
 - (d) Other data.

NOTE: If this question is best answered by a sample page from your field record book or by a set of your record forms, we shall appreciate your sending a complete set for the use of the committee, even though a copy may be on file in this office.

4. Are there other data you feel might with advantage be recorded? If so, what?
5. Are you distinguishing in your reports between your activities in counties with and without home demonstration agents? Do you think such a distinction should be made in a specialist's annual report?
6. Granted that it is the specialist's job to help organize and guide the work done in her project, what main points should be brought out in the annual narrative report to show:- General conditions in the State; reasons for taking up certain phases of the project; progress made during the year, including measurable and non-measurable results; outlook for the coming year; the specialist's own contribution to the work, both in the field and from the office?
7. (a) Is it the policy in your State to require the specialist to prepare an annual summary of all work carried on in her project in the State, including work done by herself and by home demonstration agents, county agents, and club agents?
(b) Does this policy appeal to you as offering the specialist an incentive to keep in touch with the progress of her project in the counties throughout the year, and an opportunity to make a thorough survey and analysis of the work at least once in twelve months? Would such an analysis be valuable to you as a guide for future work?
8. Suggestions:-

Please write here the answers to the questions on the opposite page, numbering them to correspond. Return this whole leaflet-questions and answers to Florence E. Ward, States Relations Service, Washington, D. C., over the desks of your Extension director and State home demonstration leader.

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